



Procedure: Development of Program Operation Forms

Functional Area: IV Organization & Management

Section: E6

Citation: 246.6

Approval Date: 6/2015

Revised Date:

Purpose	To provide for standardization and compliance with regulations for all forms developed for program use
State Requirement	To assure compliance with program regulations all forms will be developed in conjunction with or reviewed by State WIC Staff before use in clinics.
Local Agency Requirement	Local agency staff must send a single copy of all forms to the State Office for prior approval before use at the local agency.
New Forms	Local agency personnel should notify the State Staff if there is a need for development and/or revision of specific forms for use in operation of the Program.